



CIVIL SERVICE COMMISSION

CITY OF KENT ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **WATER TREATMENT PLANT OPERATOR**

Written Exam Date/Time:	May 8, 2025 6:00pm
Written Exam Location:	Kent Police Department Community Room 301 S. Depeyster St., Kent, OH 44240
Salary Range:	\$ 27.22 – \$33.04/hour PLUS Biweekly license bonus: <div>Class I - \$84.24 • Class II - \$151.63 Class III - \$225.76 • Class IV - \$252.72</div>

*Examination will be used to establish an eligible list for the classification of
Water Treatment Plant Operator*

Operator position shall require an Ohio EPA Water Treatment Plant Operator in Training Certificate or Class I Ohio EPA license, at a minimum. The current possession of a Class II or Class III Ohio EPA water works certification will be considered as having fulfilled this requirement. *Applicant must provide proof of such with the filing of the Civil Service Application.*

APPLICATION: Applications and information are available online at: www.kentohio.gov/our-government/job-opportunities.

Applications, resume, and cover letter may be emailed to civilservice@kentohio.gov or returned via mail to Civil Service Coordinator, 301 S. Depeyster St., Kent, OH 44240. **Please note:** In the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

APPLICATION DEADLINE: A completed Civil Service application accompanied by a cover letter and resume must be received by **May 2, 2025 at 4pm.**

EXAMINATION PROCESS: A written examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting. The exam is to be administered on **Thursday, May 8, 2025**. Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

RESPONSIBILITY

Under general supervision, performs bargaining unit work in water treatment and the processing operation in compliance with local, state, and federal EPA regulations. Monitors and coordinates the flow, treatment, and processing of water through plant equipment. Cleans and services equipment and performs maintenance and repair work as needed. Performs additional job related tasks as assigned.

TYPICAL TASKS (Illustrative Only)

Controls water production functions by operating all plant equipment, including but not limited to lime slakers, soda ash machines, flash mix tanks, flocculators, sedimentation tanks, CO2 basins, rapid sand filters, wells at wellfield, pumps, and controls. Maintains proper chemical application rates for water treatment by performing limited chemical certification tests. Unloads chemicals, fills chemical containers, replaces chlorine tanks, and adjusts controls. Assures quality control by inspecting interior and exterior plant equipment including pits, tanks, heaters, and buildings. Keeps equipment functioning by completing preventative maintenance requirements and repairing machinery as needed. Maintains safe and clean working environment by cleaning and painting major building areas and booster station locations; maintains grounds surrounding water plant facility structures. Transports and collects water samples, checks wellfields and investigates complaints by driving vehicle throughout the city. Complies with safety procedures, rules, and regulations. Collects information by reading gauges and dials, recording data, changing recorder charts, performing sampling tests and making mathematical calculations.

WORKING CONDITIONS

Plant operators must exercise care and follow safety rules and guidelines when working with chemicals, mechanical equipment, and vehicles. The water plant functions 24 hours a day; plant operators work during inclement weather conditions and may be required to work split or varied shifts. Plant operators work with limited supervision, and must exercise independent judgment when resolving work problems or interpreting general policies and procedures.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the equipment, operations, practices and safety precautions relevant to the production of potable water; knowledge of the service and maintenance requirements of water plant machinery and equipment; ability to effectively monitor and coordinate water treatment plant activities; mathematical ability to indicate high school level or equivalent competency; communication skills to establish and maintain effective working relationships with associates, city officials, and the general public; physical conditioning sufficient to perform moderate physical labor over an extended period of time, ability to lift 50 pounds.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCE

High school diploma or equivalent. Experience and knowledge in process control and operating and maintaining mechanical equipment, and operating electrical equipment in a water treatment facility.

Operator position shall require an Ohio EPA Water Treatment Plant Operator in Training Certificate or Class I Ohio EPA license, at a minimum. The current possession of a Class II or Class III Ohio EPA water works certification will be considered as having fulfilled this requirement.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE

Participation in professional courses, seminars, or workshops conducted by the American Water Works Association, Operators Training Committee of Ohio, or similar organizations is desirable. Supplemental courses in water hydraulics, chemistry, hydrology or geology would also be helpful.

SPECIAL REQUIREMENTS

Possession of a valid Class B Commercial Driver's License with Air Brakes and Tanker endorsement is preferred. An employee hired, transferred, or promoted into this position must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employee newly hired or transferred shall receive on the job training at the Employer's expense and shall be required to obtain the necessary CDL within one hundred twenty (120) days of appointment to the position.

Must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy. Must obtain Limited Chemical Lab Certification as issued by the State of Ohio within 90 days of hire; must obtain any other professional license or certification required by the State in conformity with State law.

ESSENTIAL FUNCTIONS

1. Visually and audibly inspects/monitors plant every 45 minutes by walking around plant, up and down stairs to check for the proper operation of equipment, including but not limited to pumps, flocculators, soda ash machines, lime slakers, flash mix tank, sedimentation tanks, CO2 basins and sand filters.
2. Drives to transport samples, to check well fields, to check equipment, to investigate complaints, and to collect samples throughout the city.
3. Records data from gauges, dials, and charts.
4. Leans over tanks and samples water in various stages for analysis.
5. Performs tests and makes basic mathematical calculations.
6. Monitors chemical levels and makes adjustments as necessary.
7. Climbs up and down 20' or higher ladders into tanks to hose them out, and to physically look into tanks to inspect water levels.
8. Replaces one ton chlorine cylinder by lifting with a hoist and manually pushing cylinder onto loading dock every month.
9. Backwashes filters according to schedule and judgment.
10. Inspects interior and exterior equipment including but not limited to pits, tanks, pumps and heaters.
11. Unloads plant supplies such as chemicals, paper products, and other materials, usually weighing 50 pounds.
12. Performs custodial maintenance of plant interior and exterior including cleaning, painting, and ground maintenance.
13. Class B CDL within one hundred twenty (120) days of appointment to the position and have and maintain a good driving record as described in the City of Kent's Motor Vehicle Safety and Usage Policy.

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.